



**SENIOR
BUILDING ASSISTANCE AND HOUSING SERVICES
(BAHS)
COORDINATOR**

The City of Morgan Hill is seeking a motivated professional to fill this newly created position responsible for administrative and professional tasks coordinating activities related to all aspects of the City's economic development and housing programs including business retention and recruitment programs, downtown revitalization efforts and the City's Below Market Rate Housing program. The mid-management Sr. BAHS Coordinator will act as a liaison and facilitator between clients, City staff and community interests to ensure successful economic development and housing projects, and will occasionally exercise functional supervision over clerical staff in both the Economic Development and Housing Services Divisions.

MAIN FUNCTIONS FOR THIS POSITION

Duties as directed may include, but are not limited to, the following:

- Assist the Business Assistance and Housing Services Manager in attracting new business to the community
- Develop new and coordinate existing City business assistance programs (Façade Improvement Grant Program and Impact Fee Financing Program) to help enhance local small businesses
- Perform a variety of coordination activities pertaining to the City's Below Market Rate Housing Program, including negotiating real estate acquisition and disposition agreements; proper and timely implementation of City and Redevelopment Agency real estate activities; and implementation of Redevelopment Agency assisted housing projects
- Maintain cooperative working relationships with state and federal agencies, non-profit organizations, private companies, City staff, community members and others
- Act as liaison to City and community boards and committees such as, but not limited to, the Mobile Home Rent Commission, Sister City Committee, the Chamber of Commerce Economic Development Partnership, and the Morgan Hill Downtown Association
- Represent the Department in coordinating meetings with other City departments with respect to resolving problems associated with economic development and housing issues

THE IDEAL CANDIDATE

Would have knowledge of:

- Principles and practices of planning, redevelopment, and economic development
- Real estate development and finance including terminology and documents used in real estate, housing finance, and construction
- California Community Redevelopment Law
- Business retention and revitalization programs
- Housing programs, including compliance monitoring and evaluation systems
- Financial Recordkeeping principles and practices

And Skill in:

- Public relations, customer service and conflict resolution
- Marketing and promoting facilities and programs
- Organizational skills required to coordinate several events simultaneously
- Analyzing problems, evaluating alternatives and making creative recommendations
- Planning and presenting material to diverse groups
- Program budget development, monitoring and evaluation
- Maintaining accurate and organized records
- Using proper supervision procedures and techniques
- Developing and maintaining effective working relations with those contacted in the course of work

QUALIFICATIONS

- Graduation from a four-year college or university with a degree in housing, planning, economics, business, public administration or a related field of study (Additional related experience may partially offset the college requirement on a year for year basis up to a maximum of two years)
- Three years staff experience in housing, planning, community development, economic development or a closely related field
- Possession of a valid CA Class C driver's license in compliance with adopted City driving standards
- Bilingual (Spanish) is desired

COMPENSATION AND BENEFITS

Salary: \$5,510 - \$7,030 per month

- **Flexible Benefits Plan:** Health insurance allowance of \$610 to \$1,041 according to the number of dependents
- **Retirement Benefits:** Effective June 18, 2006, the City will offer the PERS 2.5% @ 55 retirement plan. The employee pays the employee contribution on a tax-deferred basis (414h2).
- **Deferred Compensation:** The City pays 3% to 5% of salary, depending on years of service
- **Other Benefits:** \$150,000 term life insurance policy, short- and long-term disability plans and an Employee Assistance Plan
- **Vacation, Administrative Leave, Sick Leave and Holidays:** Vacation of 3-4 weeks depending on years of service; 72 hours of administrative leave per year; Sick Leave of 8 hours per month; 13.5 paid holidays, including two floating holidays; furlough between Christmas and New Year's Day each year

TO BE CONSIDERED

Please send completed City application, resume (including salary history), letter of interest to the Human Resources Department, City of Morgan Hill, 17555 Peak Avenue, Morgan Hill, CA 95037. You may also apply online or download an application from the City's website at <http://www.morgan-hill.ca.gov>

The City of Morgan supports workforce diversity and is an equal opportunity employer

***This position is open until filled and application packets will be screened upon receipt
Interviews may be held whenever a qualified group of applicants is identified***